



Holiday Paid as Administrative Leave

This is how an employees in an Administrative Leave Status is paid when a Holiday occurs. Employees are afforded time off (either on the Holiday or an alternate day) and the Holiday may be paid as Administrative Leave, with the employee remaining in Administrative Leave status.

When the Holiday occurs on a scheduled day, the system provides Holiday Leave. For some Administrative Leave types: (*Admin Leave - Temp Disability, Disability Leave – Workers Comp, Military Leave, Admin Leave – <Union> Business*, or other *Admin Leave* pay codes that may be subject to State or Federal reimbursement, funding sources, accounting sources, or favorable tax status) it is appropriate for the employee to remain in the Administrative Leave Status. In these cases, the Holiday Leave is removed from the timecard with a negative Holiday Leave entry and a comment code is added by the MCtime Team.

| Save Actions Punch Amount Accruals Comment Reports | | | | | | | | | | |
|--|----------------------------|----------|----------|----------|----------|----------|----------|----------|----------|-------|
| Week starting: Sun 2/14 | | | | | | | | | | |
| | Pay Code | Transfer | Sun 2/14 | Mon 2/15 | Tue 2/16 | Wed 2/17 | Thu 2/18 | Fri 2/19 | Sat 2/20 | Total |
| | Admin Lv - Temp Disability | | 10.0 | 10.0 | 10.0 | 10.0 | | | | 40.0 |
| | HOL - Holiday Leave | | | -10.0 | | | | | | -10.0 |
| | President's Day | | | 10.0 | | | | | | 10.0 |
| | | | 10.0 | 10.0 | 10.0 | 10.0 | | | | 40.0 |

| TOTALS & SCHEDULE | | ACCRUALS | AUDITS | COMMENTS |
|-------------------|-----------------------------|----------|--------|----------|
| Date | Comment | | | |
| Mon 2/15 | Holiday Paid as Admin Leave | | | |

Note – During the COVID-19 response, it is not necessary remove the Holiday Leave Pay Code for *Admin Leave - Other* with Reason Code ADMCOVID or *Admin Leave - Cnty Facility Clsd*.





Holiday Paid as Administrative Leave

When the Holiday occurs on an unscheduled day, the system does not provide a Holiday Credit.

If the employee was in a work or paid leave status, the employee might receive an alternate day off in the pay period as *HOL – Holiday Leave*, *CLH - Comp Lv Earned for Holiday*, or if appropriate, *HDP – Holiday Pay* (does not count toward scheduled hours).

Since the employee is in an Admin Leave Status an alternate holiday is designated. In these cases, the Holiday Leave is granted on an alternative day with a comment code added to indicate “Holiday Paid as Admin Leave.”

| Save Actions Punch AmountComment Reports | | | | | | | | | |
|--|----------|----------|----------|----------|----------|----------|----------|-------|--|
| Week starting: Sun 2/14 | | | | | | | | | |
| Pay Code | Sun 2/14 | Mon 2/15 | Tue 2/16 | Wed 2/17 | Thu 2/18 | Fri 2/19 | Sat 2/20 | Total | |
| Admin Lv - Temp Disability | | | 8.0 | 8.0 | 8.0 | 8.0 | 8.0 | 40.0 | |
| | | | 8.0 | 8.0 | 8.0 | 8.0 | 8.0 | 40.0 | |

| TOTALS & SCHEDULE | | ACCRUALS | AUDITS | COMMENTS |
|-------------------|-----------------------------|----------|--------|----------|
| Date | Comment | | | |
| Tue 2/16 | Holiday Paid as Admin Leave | | | |

Note –*CLH - Comp Lv Earned for Holiday* or *HDP – Holiday Pay* should not be granted. During the COVID-19 response, any *Admin Leave - Other* with Reason Code ADMCOVID or *Admin Leave - Cnty Facility Clsd* full day within the pay period may be designated as the Alternate Holiday with *HOL – Holiday Leave*.

